

**Regional Planning Commission of the Capitol Region**  
**Rules of Procedure**  
**As of May 25, 2016**

**Functions**

The Comprehensive Planning duties and responsibilities of the Council shall be carried out by the Regional Planning Commission. The Commission shall act on behalf of and as a Standing Committee of the Council. The planning duties and responsibilities of the Commission shall include but need not be limited to Comprehensive Planning and Functional Planning as follows:

- 1) Comprehensive Planning. The Regional Planning Commission shall prepare and keep up-to-date a general plan of conservation and development for the Capitol Region.
- 2) Functional Planning. The Regional Planning Commission shall carry out planning activities for specific functional areas, directed at achieving more immediate implementation of policies contained in the general plan of conservation and development for the Capitol Region.

**Reports Plans & Policies**

At the direction of the Council, the Regional Planning Commission shall prepare and keep up-to-date a general plan of conservation and development, and prepare other plans and documents as the Council shall deem appropriate. Any such instructions of the Council shall specify a reasonable time period in which to the Commission shall take the action required by such instructions.

**Referrals**

All land use matters referred to the Council, or otherwise required to be referred to and considered by a regional Council of Governments, shall be considered, commented upon, and findings issued by the Regional Planning Commission. The Commission shall establish procedures to govern those reviews. Any party initiating a referral request may appeal any finding of the Commission to the Council for further consideration. To be considered by the Council, all appeals must be filed in writing within the ten days of the issuance of the Commission finding. Appeals by parties in Regional Planning Commission findings conducted under these Rules of Procedure, shall be acted on by a majority of the representatives of the Council.

The Council shall consider the finding of the Commission regarding any such matter, but shall be entitled to take any action regarding such matter as it shall deem appropriate. If no appeal is filed, then the findings of the Commission shall be deemed the findings of the Council.

### **Procedures**

The Commission shall prepare, adopt and submit to the Council a Statement of Procedures to be followed by the Commission in fulfilling its responsibilities. Such procedures shall take effect upon their adoption by the Council. Modifications in such procedures may be made by the adoption of any such modification by the Commission and the Council, respectively.

### **Membership and Representation**

Each member municipality of the Council may appoint one representative and one alternate to the Regional Planning Commission, except that the City of Hartford may appoint two representatives and two alternates. Alternate members shall, in the absence of the duly appointed representative, have the same rights and privileges as the official representatives. Such representatives shall be electors of his or her member municipality and on its planning or planning and zoning commission. Such representatives shall be appointed by the planning or planning and zoning commission with the concurrence of the appointing authority of such members, except that the City of Hartford may allow one representative to be appointed by its planning and zoning commission with the other to be appointed by its legislative body from the electorate at large. Each representative or alternate shall be entitled to one vote in the affairs of the Commission.

### **Meetings of the Commission**

Unless otherwise specified by resolution of the Commission, the regular meetings of the Commission shall be held on the third (3<sup>rd</sup>) Thursday in January, March, May, September and November of each year, subject to the right of the Chairman of the Commission to cancel regular meetings in the absence of any business to come before any such meeting.

Special meetings of the Commission shall be held by call of the Commission Chairman, or by petition of 15% of the representatives of the Commission.

Each representative and alternate shall be sent notices of meetings electronically at least seven (7) days before the meeting date. The notices shall include the place and time of

the meeting and a statement of the purpose of the meeting and an agenda for the meeting.

Roberts Rules of Order will be followed to conduct each meeting.

#### **Quorum**

For conducting the Commission's business, a majority of the Commission's active representatives shall constitute a quorum. As used herein, the term "active representatives" shall mean all representatives of the Commission except for those representatives, if any, who shall not have attended, in person or through an alternate, at least one of the three immediately preceding regular meetings of the Commission.

#### **Action of the Commission**

Action of the Commission shall be by a majority vote of those representatives constituting the quorum; provided, however, that adoption of a regional plan of conservation and development or part or amendment thereof, shall be by the affirmative vote of not less than a majority of all active representatives of the Commission.

#### **Officers**

Officers of the Commission shall include a Chairman and Vice Chairman, to be selected by the Commission representatives. The officers shall perform all duties incident to the particular office. The officers shall serve for two years with new officers to be selected every two years at the regular meeting of the Commission in the month of January.

